

Linking Health & Learning e-Bulletin Guidelines

1. **Purpose and Subscribers:** The e-bulletin is a publication of the Vermont Department of Education (DOE). This resource provides Vermont educators and youth-serving professionals with information about resources, grant/funding opportunities, and professional development related to safe and healthy schools. Individuals request subscription to *Linking Health & Learning* via e-mail, phone and at DOE events.
2. **Frequency:** *Linking Health & Learning* is sent out via an e-mail list serve by the first day of each month (except during summer vacation).
3. **Postings:**
 - Are provided by the Vermont DOE and its partners that have a co-sponsoring and/or contractual arrangement with the DOE. (If space allows, partners whose work is in alignment with the DOE may post events that are free of charge and open to the public.)
 - Should address diverse populations and regions in Vermont.
 - Must be sent in writing by the 20th of each month for consideration in the next issue.
 - Are subject to editing by the e-bulletin's moderator and review panel.
4. **There are three primary sections of the e-bulletin:**
 - News and General Announcements**
 - Intended for "breaking news" or announcement of resources
 - Postings must be limited to 150 words including title and contact information.
 - Postings remain in this section for only one issue of the e-bulletin.
 - Grant and Funding Opportunities**
 - Postings must be limited to 100 words, include a due date and a Web link to an application and/or additional information.
 - Postings remain in this section for as long as it is deemed appropriate by the e-bulletin's review panel.
 - Professional Development and Wellness Opportunities:**
 - Postings must be limited to 75 words, include a Web link or other contact information.
 - Postings will be accepted within three weeks of an early registration date, but no later than two weeks prior to the actual event.
5. **Special Circumstances:**
 - Requests for special distribution of information outside of the above-stated Guidelines (e.g., summer announcements, information considered "urgent") must be approved by the e-bulletin's moderator and review panel.
 - Organizations that have contractual arrangements with the DOE must provide updated information to the e-bulletin in accordance with all stated Guidelines. (The e-bulletin's moderator will not automatically update postings by such organizations.)

6. Guiding Principles:

- The e-bulletin's moderator and review panel attempt to provide a balance of topics in each field that will have broad appeal to a wide audience.
- Keeping the e-bulletin easy-to-read and use is of utmost importance. Web site links will be included with submissions. Under no circumstance will attachments be included.
- The length of the e-bulletin will generally be limited to four-to-five printed pages.

Revised 2-18-09